

GOVERNMENT OF THE DISTRICT OF COLUMBIA

POSITION VACANCY ANNOUNCEMENT

CHILD AND FAMILY SERVICES AGENCY HUMAN RESOURCES ADMINISTRATION

ANNOUNCEMENT NO: CFSA-09-P023	POSITION: Human Resources Manager, Generalist MS-301-14
OPENING DATE: 12/24/08	CLOSING DATE: Open Until Filled
IF "OPEN UNTIL FILLED" 01/08/09 FIRST SCREENING DATE: (And every two weeks thereafter)	SALARY RANGE: \$88,545 - \$123,963 PA
WORK SITE: WASHINGTON, D.C.	TOUR OF DUTY: 8:15 A.M. TO 4:45 P.M. Monday – Friday
PROMOTION POTENTIAL: NONE	AREA OF CONSIDERATION: Unlimited
	NO. OF VACANCIES: One (1)
AGENCY: Child and Family Services Agency (CFSA) – Office of Deputy Director of Administration (ODDA), Human Resources Administration (HRA)	

DURATION OF APPOINTMENT: MANAGEMENT SUPERVISORY SERVICE (AT WILL)

"AT WILL" EMPLOYMENT APPLIES TO THE MANAGEMENT SUPERVISORY SERVICE (MSS). ALL POSITIONS AND APPOINTMENTS IN THE MSS SERVE "AT THE PLEASURE OF THE APPOINTING AUTHORITY" AND MAY BE TERMINATED AT ANY TIME WITHOUT CAUSE.

RESIDENCY PREFERENCE AMENDMENT ACT: A person applying for a position in the Career Service, Educational Service, Management Supervisory Service, or an attorney position in the Excepted Service (series 905) who is a bona fide resident of the District of Columbia AT THE TIME OF APPLICATION for the position, may be awarded a 10-point residency preference over non-District applicants, unless the person declines the preference points. If selected, the person shall be required to present no less than 8 proofs of bona fide District residency and maintain such residency for 7 consecutive years from the effective date of the appointment. Failure to maintain bona fide District residency for the 7-period will result in forfeiture of employment.

BRIEF DESCRIPTION OF DUTIES:

The incumbent serves as the Human Resources Manager, responsible for facilitating HR administration office processes, policies, practices, and work priorities. Supports ELR Programs to include, but not limited to, Disciplinary Actions; Grievances, Arbitrations, ADA Compliance; Communication; Traffic Record Checks/Non-compliance; EEOC Mediation, Hearings and Investigations; Debt Recovery; Background/CPR Checks Disciplinary Actions; Drug & Alcohol Non-compliance/Disciplinary Actions; Sexual Harassment; Rewards & Recognition, etc. Provides a full range of advisory services and assistance to CFSA. Advises employees, supervisors, program managers and administrators in matters related to employee conduct, performance and dispute resolution; Directs the work of subordinate staff responding to employee relations issues and reviews the recommendations; Participates in the development of performance evaluations and performance management program; Reviews agency progressive discipline procedures and guides management in resolving work related issues adversely affecting employee performance; Supports development and implementation of talent acquisition and development programs, leadership development and talent planning; Partners with Recruiting Manager on matters of employee selections and effective retention programs.

QUALIFICATION REQUIREMENTS:

One year specialized experience equivalent to at least the next lower grade which has equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position and that are typically in or related to the work of the position to be filled.

SELECTIVE PLACEMENT FACTORS:

- Bachelor's degree in Human Resources Management or related course of study or equivalent work experience.
- 7-10 years of Human Resources experience working in a fast pace environment
- SHRM certification preferred

SUBMISSION OF RANKING FACTORS

The following ranking factors will be used in the evaluation process. All applicants MUST respond to the ranking factors ON A SEPARATE SHEET OF PAPER. Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc., that indicate the degree to which you possess the job-related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.**

1. Ability to provide leadership and direction in the coordination and execution of full cycle HR functions including talent acquisition, talent management, total rewards, performance management, employee relations and collective bargaining;
2. Excellent analytical, critical thinking, problem solving, and customer service skills with ability to develop/implement effective project plans;
3. Excellent communication and interpersonal skills to develop and maintain effective working relationships throughout the Agency and with outside officials;
4. Thorough knowledge of the Federal and District of Columbia Employment laws, including but not limited to: Title VII, Executive Order 11246, FLSA, ADA, EEO, FMLA, ADEA, ERISA, OSHA, NLRA, DCOP, OHR and other mandated compliance programs and procedures;
5. Proficiency in Microsoft Office (i.e., Excel, Word, PowerPoint) and HRIS Applications;

OTHER SIGNIFICANT FACTORS: Pursuant to the Child and Youth, Safety and Health Omnibus Congressional Review Amendment Act of 2004 and Mayor's Order 90-27 Drug-Free Workplace Act of 1988; the individual selected to fill this position will, as a condition of employment, be required to complete a Drug and Alcohol Test, Criminal Background Check, Child Protection Registry (CPR) and Traffic Records. Employment with the CFSA is subject to satisfactory findings.

DRUG-FREE WORK PLACE ACT OF 1988: "PURSUANT TO THE REQUIREMENTS OF THE DRUG-FREE WORKPLACE ACT OF 1988, THE INDIVIDUAL SELECTED TO FILL THIS POSITION WILL, AS A CONDITION OF EMPLOYMENT, BE REQUIRED TO NOTIFY HIS OR HER IMMEDIATE SUPERVISOR, IN WRITING, NO LATER THAN FIVE (5) DAYS AFTER CONVICTION OF OR A PLEA OF GUILTY TO A VIOLATION OF ANY CRIMINAL DRUG STATUTE OCCURRING IN THE WORKPLACE."

Applications received outside the area of consideration and/or after the closing date will not be given consideration. You must resubmit your resume to received consideration for any subsequent advertised position vacancies.

How to apply: All applicants, agency employees and other D.C. government employees must submit the District of Columbia government employment application (DC2000). The District of Columbia government is an equal opportunity employer. All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex (gender or sexual harassment), age, marital status, personal appearance, gender identity or expression, sexual orientation, family responsibilities, matriculation, disability, genetic information or political affiliation. Applicants will only be notified if an interview is granted.

IN ACCORDANCE WITH THE DC HUMAN RIGHTS ACT OF 1977, AS AMENDED, DC CODE SECTION 2.1401.01 et seq., ("THE ACT") THE DISTRICT OF COLUMBIA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX (gender or sexual harassment), AGE, MARITAL STATUS, PERSONAL APPEARANCE, SEXUAL ORIENTATION, FAMILY RESPONSIBILITIES, MATRICULATION, POLITICAL AFFILIATION, DISABILITY, GENETIC INFORMATION, GENDER IDENTITY OR EXPRESSION, OR COLOR, DISCRIMINATION IN VIOLATION OF THE ACT WILL NOT BE TOLERATED. VIOLATORS WILL BE SUBJECT TO DISCIPLINARY ACTION.

TO APPLY:	MAIL TO:	Child and Family Services Agency Human Resources Administration 400 6th Street, SW Washington, DC 20024	WALK-INS:	955 L'Enfant Plaza, 5th Floor Washington, D.C. 20024
	FAX TO:	(202) 727-5750	WEBSITE:	www.cfsa.dc.gov
	EMAIL TO:	cfsa.jobs@dc.gov	TELEPHONE:	(202) 724-7373
